

## IV. SUBMITTING A CLAIM

### A. Overview

When a loan enrolled in CalCAP CS defaults, lenders should follow a 2-step process to request reimbursement of the loss from the loan's CalCAP CS loss reserve account:

✓ Step 1 – Upon Default, submit “Collateral Support Default Notification”

Within 30 days of a loan default, lenders should submit the “Collateral Support Default Notification” to CalCAP. This notice will suspend the incremental recapture process and freeze the collateral support.

☞ See Section IV.B for details on submitting the “Collateral Support Default Notification”.

✓ Step 2 – Upon Collateral Liquidation, submit “Collateral Support Claim Application”

Within 30 days of lenders recording the collateral liquidation, lenders shall submit the “Collateral Support Claim Application” to CalCAP. If the claim is approved, CalCAP will authorize the disbursement from the CalCAP CS loss reserve account for that loan.

☞ See Section IV.C for details on submitting the “Collateral Support Claim Application”.

### B. Collateral Support Default Notification

This section provides instructions for lenders on how to complete the “Collateral Support Default Notification”, which informs CalCAP CS that a loan is in default.



Lender must submit this notification to CalCAP upon default or within 30 days of maturity of the support.

#### Form 4: Collateral Support Default Notification

Lender Information Section									
<table border="1"><thead><tr><th colspan="2">LENDER INFORMATION</th></tr></thead><tbody><tr><td>Participating Lender:</td><td>Lender ID #:</td></tr><tr><td>Name:</td><td>Phone Number:</td></tr><tr><td colspan="2">Email:</td></tr></tbody></table>		LENDER INFORMATION		Participating Lender:	Lender ID #:	Name:	Phone Number:	Email:	
LENDER INFORMATION									
Participating Lender:	Lender ID #:								
Name:	Phone Number:								
Email:									
<b>Field:</b>	<b>Information Needed:</b>								
▪ Participating Lender	✓ Name of the financial institution.								
▪ Lender ID#	✓ The financial institution's assigned CalCAP Lender ID. This number was issued and provided on the signed copy of the lender's "Financial Institution Enrollment" and the accompanying "Welcome Letter" (This number never								

	changes.)								
<ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Phone Number</li> <li>▪ Email</li> </ul>	✓ Name, phone number, and email of lender representative CalCAP can contact with questions about this default notification.								
<b>Borrower Information Section</b>									
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BORROWER INFORMATION									
Name :									
DBA:									
CSP #:									
<b>Field:</b>	<b>Information Needed:</b>								
▪ Name	✓ Name of the primary borrower representing the business.								
▪ DBA	✓ Name of business, sole proprietor, partnership, corporation, etc.								
▪ CSP #	✓ The number CalCAP assigned to the loan after it approved the loan's enrollment in the program. This number can be found on the final "Collateral Support Approval" form in the "Final Support Information Section, of which a copy was returned to the lender upon CalCAP approval of the final loan.								
<b>Loan Information &amp; Signature Sections</b>									
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LOAN INFORMATION									
Lender Loan #:	Date of Loan:								
Original Principal/Loan Amount :	Original Collateral Support Amount (\$):								
Principal Balance at Default:	Date of Default:								
The lender certifies that the given information is true and correct.									
Authorized Lender Signature _____ Date _____									
▪ Lender Loan #	✓ The unique loan number associated with the borrower's loan.								
▪ Date of Loan	✓ Date of loan (if term loan) or date of first disbursement (if line of credit).								
▪ Original Principal/Loan Amount	✓ Amount disbursed to borrower upon first funding of the loan.								
▪ Original Collateral Support Amount (\$)	✓ Total amount provided by CalCAP as cash collateral support.								

▪ Principal Balance at Default	✓ Outstanding principal amount at time of delinquency.
▪ Date of Default	✓ Date of first delinquency.
▪ Authorized Lender Signature	✓ To be signed by the lender designated authorized signer.
▪ Date	✓ Date the final loan information was signed.

## **C. Collateral Support Claim Application**

Before submitting a CalCAP “Collateral Support Claim Application”, lenders should ensure the following pertinent documentation is fully completed and submitted to CalCAP together with the claim application:

### **Required**

- ✓ Collateral Support Claim Application
- ✓ History of Account Payments
- ✓ Short Narrative of Loan
- ✓ Collection History
- ✓ Information about Liquidation of Collateral



Lender must submit this notification to CalCAP within 30 days of the collateral liquidation date, which is the date the lender records the cash receipt from collateral liquidation on its books.

### ***Form 5: Collateral Support Claim Application***

Lender Information Section	
LENDER INFORMATION	
Participating Lender:	Lender ID#:
Contact Name:	Phone Number:
Contact Email:	
<b>Field:</b>	<b>Information Needed:</b>
▪ Participating Lender	✓ Name of the financial institution.
▪ Lender ID#	✓ The financial institution's assigned CalCAP ID. This number was issued and provided on the signed copy of your “Financial Institution Enrollment” and the accompanying “Welcome Letter” (This number never changes.)
▪ Name ▪ Phone Number ▪ Email	✓ Name, phone number, and email of lender representative CalCAP can call with questions about this claim application.

## Borrower Information Section

BORROWER INFORMATION	
Name :	
DBA:	
CSP #:	

Field:	Information Needed:
▪ Name	✓ Name of the primary borrower representing the business.
▪ DBA	✓ Name of business, sole proprietor, partnership, corporation, etc.
▪ CSP #	✓ The number CalCAP assigned to the loan after it approved the loan's enrollment in the program. This number can be found on the final "Collateral Support Approval" form in the "Final Support Information Section, of which a copy was returned to the lender upon CalCAP approval of the final loan.

## Loan Information Section

LOAN INFORMATION	
Lender Loan #:	Date of Loan:
Original Principal/Loan Amount:	Original Collateral Support Amount:
Charge-Off Amount:	Date of Charge-Off:

▪ Lender Loan #	✓ The unique loan number associated with the borrower's loan.
▪ Date of Loan	✓ Date of loan or date of first disbursement.
▪ Original Principal/Loan Amount	✓ Amount disbursed to borrower upon first funding of the loan.
▪ Original Collateral Support Amount	✓ Total amount provided by CalCAP as cash collateral support.
▪ Charge-Off Amount	✓ Uncollectable amount outstanding on the loan.
▪ Date of Charge-Off	✓ Date loan was deemed uncollectable by lender and charged off the books from an asset to a liability.

## Claim Information & Signature Sections

CLAIM INFORMATION	
Amount Recovered From Liquidation:	Date of Final Collateral Liquidation:
Outstanding Principal: \$	
<p>The lender certifies that the given information is true and correct.</p> <p>Authorized Lender Signature _____ Date _____</p>	
<ul style="list-style-type: none"> <li>Amount Recovered From Liquidation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Amount of cash receipt lender recovered through the liquidation of borrower assets.</li> </ul>
<ul style="list-style-type: none"> <li>Date of Final Collateral Liquidation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Date lender recorded cash receipt from collateral liquidation on its books.</li> </ul>
<ul style="list-style-type: none"> <li>Outstanding Principal</li> </ul>	<ul style="list-style-type: none"> <li>✓ Remaining amount of loan after liquidation recovery.</li> <li>☞ Calculated as "Charge-Off Amount minus Amount Recovered from Liquidation = Outstanding Principal."</li> </ul>
<ul style="list-style-type: none"> <li>Authorized Lender Signature</li> </ul>	<ul style="list-style-type: none"> <li>✓ To be signed by the lender designated authorized signer.</li> </ul>
<ul style="list-style-type: none"> <li>Date</li> </ul>	<ul style="list-style-type: none"> <li>✓ Date the claim application was signed.</li> </ul>

## D. Summary CS Claim Flow

